

DD/S 67-1038

Executive Registry
67-779

FILE *Training*

DD/S 67-1038

27 FEB 1967

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Training Agreements - Training at Non-CIA Facilities

1. This memorandum contains recommendations for your approval in paragraph 6.

25X1 2. A proposed revision of Training at Non-CIA Facilities, raises questions of requiring training agreements: for attendance at training programs offered by other Government agencies; for participation in training programs on the employees' own time, but at Agency expense for tuition; and to cover transfer of the employee to another Government agency.

3. The Government Employees Training Act requires a training agreement only for attendance at non-Government training programs. We could, of course, institute our own regulation to require a training agreement for attendance at other Government agency training programs, but we feel that this is unnecessary since our selection process has much improved in recent years, both in the command line and in the technical review of the Training Selection Board. We also feel that the regulations should not contain unenforceable requirements.

4. We believe that the Agency's interest is well served when an employee is willing to spend his own time at school to improve himself professionally. Providing tuition is a small price for the Agency to pay in such cases. Requiring continued service in a training agreement would tend to defeat the efforts of various components to encourage such part-time training.

5. When an employee voluntarily leaves CIA to join another Government agency, he should not be required to pay costs associated with Agency training he may have received and for which he signed a training agreement. To require him to do so would appear to be in conflict with the intent of the Government Employees Training Act. Here again, careful selection, both in the line of command and by the Training Selection Board, should obviate this problem.

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6. We, therefore, recommend:

(a) that training agreements not be required for attendance at training programs offered by other Government agencies;

(b) that training agreements not be required for employees attending non-Government training programs on their own time;

(c) that the training agreement be limited to separation from the Federal Government service.

[Redacted Signature]

25X1

Alan M. Warfield
Assistant Deputy Director
for Support

The recommendations in paragraph 6 are approved:

25X1

[Redacted Signature]

L. K. White
Executive Director-Comptroller

28 Feb 67
Date

Distribution:

Orig. - Addressee (return to ADD/S)

1 - ER

1 - DD/S Subject

1 - DD/S Chrono

with the understanding that it will be Agency policy to sponsor external training only in those cases when there is assurance that CIA will receive benefits at least equivalent to its investment, including cost of salary while the employee is in a training status.

25X1

27 Feb 67

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SIGNED Alan M. Warfield

Alan M. Warfield
Assistant Deputy Director
for Support

The recommendations in paragraph 6 are approved: **

151

I. K. White

Executive Director-Comptroller

22 FEB 1967

Date

Distribution:

Orig. - Addressee (return to ADD/S)

1 - ER

1 - DD/S Subject w/background (cc DD/S 67-0940 & DD/S 67-0864)

1 - DD/S Chrono

DD/S 67-0940: Memo to DTR fm DD/S dtless, subj: Revision of
Training at Non-CIA Facilities, unsigned

DD/S 67-0864: Memo to DD/S fm DTR dtd 14 Feb. 67 subj: same

**Handwritten by LKW: "with the understanding that it will be Agency policy to sponsor external training only in those cases when there is assurance that CIA will receive benefits at least equivalent to its investment, including cost of salary while the employee is in a training status.

LKW

27 Feb. 67"